

Staff Consultation Forum Meeting

1 March 2017



DRAFT Minutes

Present:	Christina Corr (Chair), David Scholes, Kerry Shorrocks, Maggie Williams, Dee Levett, Emma Jellis, Anne McDonald, Catherine Cole, Holly Butrimas-Gair (notes)
Apologies:	Claire Morgan
Circulation:	Those Present, Claire Morgan, Property Services, Ian Couper

1. Apologies

Apologies were received from Claire Morgan.

HBG mentioned that Property Services were invited to this SCF however no response was received prior to the meeting.

2. Matters Arising from Previous Minutes

CCorr reiterated her query from the previous SCF regarding the DSE self-assessment form for homeworkers. She asked whether it would be possible to have an additional, more appropriate form for those working at home as a lot of the questions on the current assessment are irrelevant.

Action: HBG to liaise with Les Davison.

CCole confirmed that a new light had been installed in the Broadway offices since the previous SCF meeting; however it has been fitted too close to the window and is therefore less effective. There is also still an issue with heating in this office.

Action: HBG to liaise with Property Services.

HBG stated that the cleaning supplies/boxes are yet to be provided for Leisure and Environmental Services.

Action: HBG to liaise with Property Services.

KS would like to remind all NHDC staff to email Property Services with any problems or issues that arise within the building before reporting them to their SCF representative.

There being no other outstanding actions, the minutes were agreed.

3. NHDC Update

Full Council has now agreed a balanced budget for 2017/18 and work is well underway on finalising service plans to deliver our services throughout the next year, despite the changes to the New Homes Bonus.

Discussions are progressing positively between NHDC and the owners of 14/15 Brand Street, and the museum fit-out continues.

Brickwork at the North Herts Leisure Centre is going up, the sports hall floor is complete and the lighting has also been improved in this part of the building. Once all works have been completed, the café will move downstairs, an additional dance floor will be located upstairs and the learner pool will open.

The shared client team for the joint waste contract is in its' final stages of being organised and it is likely to be complete on 15 March, to go out to tender shortly after. The differing approaches to the running of Customer Services between the two Councils had been causing some issues, but these agreed at the project board meeting last week.

KS reminded the group that NHDC are in a two year pay deal and staff will receive a 1% increase in pay which will be paid in April Salaries. This is with the exception of grade 1 posts and apprentices, whose increase will be slightly more than 1%.

The Local Government Employers and Trade Unions are currently reviewing the National LG pay scales. This work should be complete in the summer and KS will update the group once more information is known.

KS mentioned that Property Services had sent an e-mail recently reminding staff to keep their personal belongings, such as phones and money, stored safely and locked in lockers. KS has suggested that property services also contact the cleaning company employed to explain that valuables have been taken. KS reiterated that staff must remain vigilant.

4. Office Accommodation Update

There is no update to provide since Howard Crompton's email on 17 February. DS confirmed the delay of one month on the project due to the asbestos found at DCO. Operational details of the move back will be decided closer to the time, but it is likely to be staggered as it was with the move to Town Lodge. Services may not be on the same floors as they were previously at DCO.

The group discussed that the information provided by Howard is of a good standard and staff appreciate the fact that everyone is updated at the same time.

5. Statutory Leave Days 2017

The 2 days Statutory Leave will not be allocated this year due to Christmas Day and New Year's Day falling on a Monday. HR will review this again for Christmas/New Year of 2018/19.

6. Employee Queries

CCorr informed the group that CCole will be leaving the organisation on 15 March. This will therefore be her last SCF and she will find a replacement representative before she departs. CCorr thanked CCole for her help and contribution to SCF.

HBG queried when the Senior Management restructure would be announced as this issue was continually being raised by staff in meetings. DS confirmed that an announcement would be made as soon as he was in a position to do so.

7. Chair for Next Meeting

Christina Corr to chair the next meeting.